

# 2008 Census Dress Rehearsal Local Update of Census Addresses (LUCA) Program

March 2006

## Information Brochure

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U S C E N S U S B U R E A U

*Helping You Make Informed Decisions*

U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. Census Bureau

Local Update of  
Census Addresses



## **The 2008 Census Dress Rehearsal Local Update of Census Addresses (LUCA) Program**

The U.S. Census Bureau is conducting the 2008 Census Dress Rehearsal LUCA Program for selected local governments to evaluate improvements in procedures that are under consideration for the 2010 Census. This program provides an opportunity for you to review and update the Census Bureau's address list and related maps and assists the Census Bureau in making improvements to the 2010 Census LUCA Program. Please review the material in this brochure to help assist you in deciding whether to participate in the LUCA Program.

### **Background**

The Census Bureau Address List Improvement Act of 1994 (Public Law 103-430) strengthened the Census Bureau's partnership capabilities with state, tribal, and local governments by expanding the methods the Census Bureau could use to exchange address information. Designed to improve the accuracy of the Census Bureau's address list, this Act authorized the Census Bureau to provide individual addresses to officials of state, tribal, and local governments who agreed to conditions of confidentiality. Census 2000 marked the first decennial census where the Census Bureau could provide its address list for review to governments that signed the required confidentiality agreement.

Title 13, United States Code (U.S.C.), provides for the confidential treatment of census-related information and protects the addresses contained on the Census Bureau's address list. Liaisons and reviewers appointed by local governments to review the Census Bureau's address list for their jurisdiction are required to sign a confidentiality agreement and abide by the Census Bureau's security guidelines. The LUCA liaison is also required to perform a data security self-assessment check. After receiving a signed and completed confidentiality agreement form and self-assessment checklist, the Census Bureau will send Title 13-protected LUCA materials to participants.

### **Local Government Participation**

The Census Bureau welcomes the knowledge of our governmental partners. Governments that participate in the LUCA Program will help assure an accurate decennial census for their community.

Accurate census data are important to your government in several ways. In addition to the Constitutional requirement for the decennial census to apportion seats in the House of Representatives, population counts are used to allocate federal monies to states and local governments. Additionally, significant amounts of state-generated funds use population data as the basis for fund distributions. Other census data provide the statistical support for grant applications that fund community social, economic, and environmental programs and other needed improvements and enhancements. Census data also help your community plan for future needs.

If your local government does not have the staff or financial resources to participate in the LUCA Program, you can designate another level of government or an agency, such as a county planning department, regional planning agency, or state-level agency that is willing to assist you or act as your agent in reviewing the LUCA materials.

## Training and Support

Training workshops conducted by Census Bureau staff will provide you with “hands-on” experience in using the LUCA program materials. Self-training aids will also be available to participants unable to attend the workshops. In addition, the *2008 Census Dress Rehearsal LUCA Program Technical Guide* provides detailed instructions and examples for completing the LUCA address review.

## The LUCA Participation Options

The 2008 Census Dress Rehearsal LUCA Program offers three participation options for local governments:

- Option 1 – Title 13 Full Address List Review,
- Option 2 – Title 13 Local Address List Submission, and
- Option 3 – Non-Title 13 Local Address List Submission.

Options 1 and 2 require participants to sign a confidentiality agreement in compliance with Title 13, U.S.C., and a data security self-assessment form. A signed confidentiality agreement is not required for Option 3.

### ***Option 1 – Title 13 Full Address List Review***

Option 1 allows you to review the entire Census Bureau Address List for your jurisdiction. This includes both city-style addresses (e.g., 101 Main Street) and noncity-style addresses (e.g., P.O Box number, rural route, etc.). In addition, you receive an Address Count List that contains address tallies for each of the census blocks within your jurisdiction. This option allows you to update any city-style address on the Census Bureau Address List. For census blocks containing all noncity-style addresses, you can only challenge the count of addresses on the Address Count List. If a census block has a mix of city-style and noncity-style addresses, you can update individual city-style addresses *or* challenge the count of addresses for the census block, but you **cannot** do both.

All LUCA liaisons and reviewers must sign and return a confidentiality agreement form. The LUCA liaison is also required to perform a data security self-assessment that must be returned with the confidentiality agreement form.

#### **The Census Bureau provides:**

- A complete Census Bureau Address List for your jurisdiction.
- A count of addresses by census block within your jurisdiction.
- A set of Census Bureau paper maps.
- A Map Sheet to Block Number Relationship List.
- A *2008 Census Dress Rehearsal Local Update of Census Addresses (LUCA) Program Technical Guide*.

#### **You provide:**

- Updates (additions, deletions, corrections) to the Census Bureau’s city-style addresses.
- Challenges to the address counts in census blocks with noncity-style addresses.
- Updates and corrections to the features and boundaries on the Census Bureau maps.

## **Option 2 – Title 13 Local Address List Submission**

The Title 13 Local Address List Submission option allows you to submit your computer-readable address file (city-style addresses only) in a predefined Census Bureau format. The Census Bureau will provide our Address List as a reference for your jurisdiction. This includes both city-style addresses and noncity-style addresses. In addition, you receive, as a reference, an Address Count List that contains address counts for each of the census blocks within your jurisdiction. You **cannot** update the address list or challenge the address counts. The Census Bureau will match your local address file to ours and make updates to our address list.

All LUCA liaisons and reviewers must sign and return a confidentiality agreement form. The LUCA liaison is also required to perform a data security self-assessment that must be returned with the confidentiality agreement form.

### **The Census Bureau provides:**

- A complete Census Bureau Address List for your jurisdiction.
- A count of addresses by census block within your jurisdiction.
- A set of Census Bureau paper maps.
- A Map Sheet to Block Number Relationship List.
- A *2008 Census Dress Rehearsal Local Update of Census Addresses (LUCA) Program Technical Guide*.

### **You provide:**

- Your local address file (containing only city-style addresses) in a predefined computer-readable format.
- Updates and corrections to the features and boundaries on the Census Bureau maps.

## **Option 3 – Non-Title 13 Address List Submission**

The Non-Title 13 Address List Submission option offers you an opportunity to submit your computer-readable address file (city-style addresses only) in a predefined Census Bureau format. Under this option, you **do not** receive the Census Bureau Address List. However, you **do** receive, as a reference, an Address Count List that contains address counts for each of the census blocks within your jurisdiction. You **cannot** challenge the count of addresses. The Census Bureau will match your local address file to ours and make updates to our address list.

### **The Census Bureau provides:**

- A count of addresses by census block within your jurisdiction.
- A set of Census Bureau paper maps.
- A Map Sheet to Block Number Relationship List.
- A *2008 Census Dress Rehearsal Local Update of Census Addresses (LUCA) Program Technical Guide*.

### **You provide:**

- Your local address file (containing only city-style addresses) in a predefined computer-readable format (you **cannot** challenge the count of addresses).
- Updates and corrections to the features and boundaries on the Census Bureau maps.

## LUCA Program Materials

The Census Bureau provides the materials required to participate in the LUCA Program. Depending on the option you choose, these materials include:

- The Census Bureau Address List (either in computer-readable or paper format) – contains all addresses within your jurisdiction known to the Census Bureau.
- An Address Add Page – this product is used by participants who request the paper format address list to add addresses to the Census Bureau Address List.
- An Address Count List (either in computer-readable or paper format) – contains the counts of the number of addresses for each census block within your jurisdiction.
- A *2008 Census Dress Rehearsal Local Update of Census Addresses (LUCA) Program Technical Guide*.
- A set of Census Bureau paper maps and a Map Sheet to Block Number Relationship List that identifies the census block number and the Census map(s) sheet on which each block is located.

Shapefiles are available by request. The shapefiles, created from the Census Bureau's Topographically Integrated Geographic Encoding and Referencing System (TIGER<sup>®</sup>), allows participants to submit feature and boundary updates electronically. Shapefiles require the use of Geographic Information System (GIS) software. All shapefiles provided by the Census Bureau are in Environmental Systems Research Institute (ESRI) shapefile format. Participants that submit shapefiles with feature and boundary updates must follow Census Bureau requirements, which are contained in the *2008 Census Dress Rehearsal Local Update of Census Addresses (LUCA) Program Technical Guide*.

## Media Formats

### ***Computer-Readable***

The Census Bureau offers pipe-delimited ASCII files for both the Census Bureau Address List and Address Count List. These files are easily imported into a variety of commercial spreadsheet or database applications. Option 1 participants with a thousand or more addresses will find the computer-readable format to be more flexible. Option 2 and Option 3 participants are eligible to receive computer-readable files only.

***Computer-Readable Census Bureau Address List Record Layout***

<b>Maximum Character Length</b>	<b>Field Name</b>	<b>Description/Notes</b>
11	Entity ID Code	Unique number assigned by the Census Bureau to each entity
7	Line Number	Unique number for each address record in the file
13	MAFID	Unique number assigned to each address
2	Action Code	Valid codes: A, C, D, J, N, entered by participant
2	State Code	2-digit Current State Code
3	County Code	3-digit Current County Code
7	Census Tract Number	4-digit Census Tract Number, plus 2-digit number suffix, if applicable, includes a period for suffixed tracts
5	Census Block Number	4-digit Current Census Block Number, plus 1-digit alpha character suffix if applicable
1	Group Quarters Flag	Displays a 'Y' if the unit is a group quarters
23	House Number	Housing unit's or group quarter's assigned house number
2	Street Name Prefix Direction	e.g., N, W, SE
4	Street Name Prefix Type	e.g., HWY, RT, US
40	Street Name	Full street or road name
4	Street Name Suffix Type	e.g., ST, CT, AVE, DR
2	Street Name Suffix Direction	e.g., N,W, SE
3	Street Name Street Extension	e.g. EXT, ALT, BUS
100	Location Description or GQ Name	Description of the housing unit (Red Rancher w/White Shutters) or name of group quarters (Dobbs Hall-University of Dobbs)
27	Apartment/Unit Number	Within structure descriptor or identifier, such as APT 5 or 1 <sup>st</sup> FL FRNT
5	City-Style Mailing ZIP Code	5-digit ZIP Code for city-style mailing addresses
24	Noncity- Style Mail Delivery Address (RR#, HCR#, or PO BOX#)	Rural Route and Box Number, Post Office Box Number, etc.
5	Noncity-Style Mailing ZIP Code	5-digit ZIP Code for the noncity-style mailing address
5	Structure Point	4-digit number plus 1-digit alpha assigned by the Census Bureau to structures in areas that contain predominately noncity-style addresses (RR, PO Box #, General Delivery, etc.)
9	Structure Latitude	The latitude coordinate in degrees, with 6 implied decimals
10	Structure Longitude	The longitude coordinate in degrees, with 6 implied decimals

***Computer-Readable Address Count List Record Layout***

<b>Field</b>	<b>Maximum Character Length</b>	<b>Description/Notes</b>
Entity ID Code	11	Unique number assigned by the Census Bureau to each entity
State Code	2	2-digit Current State Code
County Code	3	3-digit Current County Code
Census Tract and Suffix	7	4-digit Census Tract Number, plus 2-digit number suffix, if applicable, includes a period for suffixed tracts
Census Block and Suffix	5	4-digit Current Census Block Number, plus 1-digit alpha character suffix if applicable
Census Count of Housing Unit Addresses	7	Census Bureau's most recent count of housing unit addresses
Local Count of Housing Unit Addresses	7	Most recent count of housing unit addresses entered by participant
Census Count of Group Quarters Addresses	7	Census Bureau's most recent count of group quarters addresses
Local Count of Group Quarters Addresses	7	Most recent count of group quarters addresses entered by participant

## Paper

The Census Bureau Address List, the Address Add Page, and the Address Count List are available in paper printouts for Option 1 participants only. If your jurisdiction is small, you may find it easier to work with the paper products. The following pages provide example of the paper products.

### Address List

The information contained on the Census Bureau Address List includes census geographic codes, such as state and county codes, census tract and block numbers, as well as address information, and group quarters identification (*refer to the glossary for Census Bureau definitions*). An example of the paper Census Bureau Address List is provided below.

2009 Census Dress Rehearsal Local Update of Census Addresses Program ADDRESS LIST									
Sort: Tract / Block Entity: Washington County 0014025		Census Geography (4)				Household and Street Name Mail Delivery Address or 2-11 Address or Physical Location Description and Road Name (5)			
Line Number (1)	MAFID (2)	State Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Services Block Number (4d)	House Number (5a)	(5b) Street or Road Name (5c) Physical Location Description or Other Living Quarters Name	Age/Unit Number (5d)	ZIP Code (5e)
						Non-House Number and Street Name (5f) RCH or PO (6) Residential Style ZIP Code (7)			
1314567	1234567890123	12345	1234567	12345	12345	123456789012345	123456789012345678901234567890	1234567890123	12345
615	534567890123	14015	1	1001		4562	E STREET		10152
616	4689012345678	14015	1	1001		1235	10TH AVE		10152
617	4567890123456	14015	1	1001		1237	10TH AVE		10152
618	4567890123456	14015	13.01	1405	8		10TH ST		10152
619	4567890123456	14015	14.02	1022		105	KING ST		10152



## Address Add Page

The Address Add Page is used to add city-style addresses within your jurisdiction that do not appear on the Census Bureau Address List. See the example below.

2008 DRESS REHEARSAL							
LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM							
ADDRESS LIST ADD PAGE							
Add Page For: _____ (Government Name)				Entity ID Code: _____ (Copy from Address List Page)			
Census Geographic Location of Address (2)				Residential Address (4)		City Style Mailing ZIP Code (4e)	
Line # (1)	State Code (2a)	County Code (2b)	Census Tract (2c)	Census Block (2d)	Group Quarters? (3)	House Number (4b)	Street Name (4c)
							Apartment/Unit Number (4d)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

### *Address Count List*

The Address Count List contains the counts of addresses for each census block within your jurisdiction. The list contains approximately 50 census blocks per page. See the example below.

2008 Census Dress Rehearsal  
Local Update of Census Addresses Program  
Address Count List

Date: 12/14/2005  
Page: 1 of 2

**ST/CO:** 33/003 Carroll, NH  
**Entity:** Conway town MC33003025

Locality:		Colony:		MC33003023		Page: 1 of 2					
Census Tract	Current Block	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters	Census Tract	Current Block	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters
1001	1001	75		2		1006.01	1001	75		2	
1001	1002	0		0		1006.01	1002	22		0	
1001	1003	22		0		1006.01	1005	46		1	
1001	1004	0		0		1033	1001	75		2	
1001	1005	46		1		1033	1002	22		0	
1001	1006	35		2		1033	1003	46		1	
1001	1007	24		0		1033	1004	35		2	
1001	2002	26		0		1033	1005	24		0	
1001	2003	10		1		1033	1006	6		0	
1002	1003A	16		1		1033	2002	5		0	
1002	1003C	12		0		1033	2026	2		0	
1002	2010	10		0		Total	45	825		20	
1002	2031	15		1							
1003	1001E	12		0							
1003	1001F	11		0							
1003	1002C	10		0							
1003	1002E	13		0							
1003	1002F	11		0							
1004	1001	75		2							
1004	1002	22		0							
1004	1003	46		1							
1004	1004	35		2							
1004	1005	24		0							
1005	1001	26		0							
1005	2002	10		1							

Form D1640

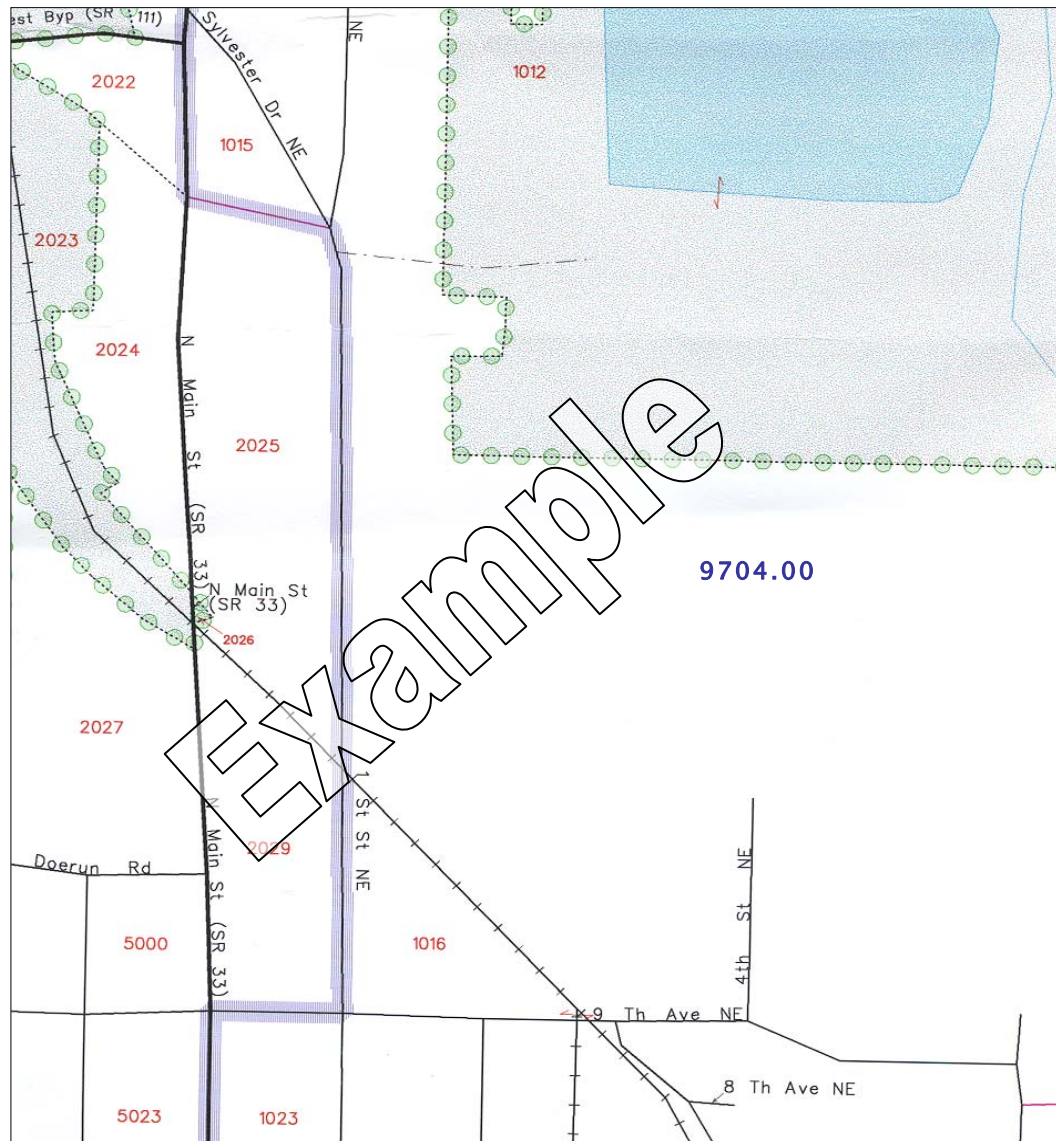
U.S. Department of Commerce
U.S. Census Bureau



### ***Census Bureau Maps***

The Census Bureau maps display roads, streets, and other physical features within your jurisdiction, and the most recent jurisdictional boundary known to the Census Bureau. Structure points identifying individual housing unit and group quarters locations are often displayed in rural areas. **All** LUCA participants are eligible to receive a set of paper maps but may choose to obtain a shapefile instead.

### **2008 Census Dress Rehearsal LUCA Program Map**



### ***Map Sheet to Block Number Relationship List***

The Map Sheet to Block Number Relationship List identifies census block numbers and the Census Bureau map(s) sheet(s) on which each block is located.

2008 Census Dress Rehearsal Local Update of Census Addresses Program Map Sheet to Block Number Relationship List								
ST/CO: 14/015			Listing for: DARLINGTON COUNTY CO14015			Date: 06/15/2006 Page: 1 of 1		
Census Tract Number	Census Block Number	Map Sheet Number	Census Tract Number	Census Block Number	Map Sheet Number	Census Tract Number	Census Block Number	Map Sheet Number
4306.01	1000	1						
4306.01	1001	1						
4306.01	1002	1						
4306.01	1003	1						
4306.01	1004	1						
4306.01	1005	1						
4306.02	1000	2						
4306.02	1001	2						
4306.02	1002	2						
4306.02	1003	2						
4306.02	1004	2						
4306.02	1005	2						

### **When Can Local Governments Participate?**

Once the Census Bureau receives your registration form and signed confidentiality agreement form (required for Option 1 and Option 2), the 2008 Census Dress Rehearsal LUCA Program materials will be mailed to you. You have 120 calendar days from the receipt of materials to conduct your review. The review and update period will be during the summer and fall of 2006.

### **Strategies for Review**

LUCA participants must decide how to conduct their review of the LUCA materials. Consider your available time, the information you have readily available, and the staff or computer resources you have. If a complete review is not possible, the Census Bureau recommends that you focus your review on areas where addresses are more likely missed or incorrect.

Local governments are in the best position to identify areas with potentially missing or incorrect addresses. For example:

- Areas of new construction.
- E-911 address conversion.
- Single-family homes converted to multi-family homes, and vice versa.
- Warehouses converted to residential lofts.
- New mobile home parks or new scattered mobile homes.
- Apartment buildings with irregular or missing numbering schemes for the individual units.
- Annexed land.
- Areas along governmental boundaries.

Focusing on these types of situations will provide the greatest benefit to your community and the most productive use of your resources.

### **Suggested Local Address Sources**

Each LUCA participant will have different address information sources. In addition, there may be a list of addresses within your jurisdiction maintained by another agency or level of government.

The following is a list of address sources that may be available to you:

- New housing construction or building permits.
- E-911 address files.
- Housing inspection records.
- Housing occupancy permits.
- Planning and zoning records.
- Local utility records.
- School enrollment records.
- Drivers license files.
- Annexation records.
- Assessment or taxation files.
- Voter registration files.

### **What Happens to Your Updates?**

Once you have reviewed and updated the Census Bureau Address List and/or the Address Count List and the related maps, you must return them to your Census Bureau regional office. The Census Bureau will then:

- Review and process the suggested changes.
- Use participant-suggested map corrections to update the Census Bureau's geographic database.
- Conduct an address canvassing (field check) operation.
- Provide feedback on each of your suggested changes.

### **The Feedback Process**

The Census Bureau will provide feedback materials after conducting the address canvassing (field check) operation. These field checks will determine the validity of

all the updates you submitted. In addition, field checks will ensure that the Census Bureau has complete address coverage for your jurisdiction if you decide not to participate in the LUCA Program. Depending upon the participation option you choose, you will receive the following feedback materials:

**Option 1 – Title 13 Full Address List Review**

- An updated Census Bureau Address List with detailed feedback
- An updated Address Count List
- An updated map for your jurisdiction

**Option 2 – Local Address List Submission**

- An updated Census Bureau Address List with detailed feedback
- An updated Address Count List
- An updated map for your jurisdiction

**Option 3 – Non-Title 13 Local Address List Submission**

- An updated Address Count List
- An updated map for your jurisdiction

The feedback materials are available in computer-readable or paper format. The materials you receive will be in the same format you requested for your initial review, unless you request a formal change through your contact with the Census Bureau regional office.

You can refer questions related to feedback materials to your Census Bureau regional office.

**Summary of LUCA Program Activities**

- ✓ Determine which participation option your government prefers.
- ✓ Designate a 2008 Census Dress Rehearsal LUCA official liaison.
  - Indicate your government’s media type preference (either paper or computer-readable) on which to receive LUCA materials.
  - Sign and return the confidentiality agreement and self-assessment form (required for Option 1 and Option 2).
  - Sign and return the 2008 Census Dress Rehearsal LUCA Registration Form.
- ✓ Identify available address source materials for your 2008 Census Dress Rehearsal LUCA review.
- ✓ Plan your strategy for reviewing the 2008 Census Dress Rehearsal LUCA materials.
- ✓ Obtain 2008 Census Dress Rehearsal LUCA training.
- ✓ Review 2008 Census Dress Rehearsal LUCA materials.
- ✓ Update the 2008 Census Dress Rehearsal LUCA materials.
- ✓ Return updated 2008 Census Dress Rehearsal LUCA materials.
- ✓ Review feedback materials containing detailed comments on your address submissions.
- ✓ Submit questions to your Census Bureau Regional Office.

## 2008 Census Dress Rehearsal LUCA Program Schedule

<b>Late Winter 2006 -</b>	Census Bureau mails advance notice letters and materials to selected local governments
<b>Spring 2006 -</b>	Census Bureau invites local governments to participate in LUCA and ships LUCA materials to participants
<b>Summer/Fall 2006 -</b>	Local governments conduct LUCA review and return updates to the Census Bureau
<b>Fall 2006/Winter 2007 -</b>	Census Bureau reviews and processes address and map submissions
<b>Spring 2007 -</b>	Census Bureau conducts address canvassing (field check) operation to update its address list and maps
<b>Summer 2007 -</b>	Census Bureau ships feedback materials to participants
<b>Winter 2007 -</b>	Participants review LUCA feedback materials

## Glossary of Census Bureau Terms

**Census block** – a geographic area bounded by visible features, such as streets, roads, streams, and railroad tracks, and invisible features, such as the boundaries of governmental units and other legal entities. A census block is the smallest area for which the Census Bureau collects and tabulates statistical information.

**Census tract** – a small, relatively permanent statistical division of a county or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data. Census tracts never cross the boundary of a county or statistically equivalent entity, but may split other geographic entities: e.g., minor civil divisions and places.

**City-style address** – an address that consists of a house number and street name: for example, 101 Main Street. The address may or may not be used for the delivery of mail and may include apartment number/designations or similar identifiers.

**Group Quarters** – a place where people live or stay that is normally owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care, as well as other types of assistance, and residency is commonly restricted to those receiving those services. People living in group quarters are usually not related to each other.

Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, workers' dormitories, and facilities for people experiencing homelessness.

**Local government** – For Census Bureau statistical purposes, a government is defined as an organized entity subject to public accountability, whose officials are popularly elected or are appointed by public officials and which has sufficient discretion in the management of its affairs to distinguish it as separate from the administrative structure of any other government

unit. Among the types of local governments recognized by the Census Bureau are counties, municipalities, and townships.

**Location description** – A short, written description of the location and physical characteristics of a living quarters that does not have a house-number/street-name address, to help Census Bureau staff recognize this living quarters.

**Master Address File (MAF)** – The Census Bureau’s nationwide list of all addresses used to support many of its operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses.

**Noncity-style address** – an address that does not use a house number and street name. This includes rural route and box number addresses and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

**Structure point** – a symbol on a Census Bureau map, used to show the location of one or more living quarters. Unique numbers are assigned to structures in areas that contain predominately noncity-style addresses (e.g., RR, PO Box #, General Delivery, etc.)

\* For additional Census Bureau terms and information, please visit the Census Bureau’s Web site at <http://www.census.gov/>.

### **Census Bureau Regional Offices Contact Information for 2008 Census Dress Rehearsal LUCA Program Participants**



#### **Charlotte Regional Office**

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#### **Seattle Regional Office**

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